

Ford County Public Health Department HUMAN RESOURCES/JOB DESCRIPTIONS

TITLE: **Administrator/Director of Environmental Health**

REPORTS TO: Ford County Board of Health

QUALIFICATIONS

1. Meets the requirements set forth by the Illinois Department of Public Health for Public Health Administrators.
2. Bachelor's degree or an advanced degree with a minimum of thirty semester hours or forty-five quarter hours in the basic physical, chemical, biological, environmental or sanitary sciences. Post graduate training in Public Health, Public Administration or one of the above fields is desirable.
3. Preference given to those with a Masters Degree in Public Health (MPH)
4. Has at least five years health-related management experience which include knowledge and experience in public health, epidemiology and medical or legal issues in a health care environment.
5. Demonstrates the ability to manage fiscal operations.
6. Requires licensure as an Illinois Licensed Environmental Health Practitioner (LEHP).
7. Four years of progressively responsible experience in an official agency in the required environmental health programs.
8. Complies with accepted professional standards and practices.
9. Is self directed with the ability to work with little supervision.
10. Possesses ability to use own initiative in planning and executing services.
11. Demonstrates good communications and public relations skills.
12. Thorough knowledge of epidemiology and the relationship of environmental conditions to the spread and control of disease and the promotion of health.
13. Thorough knowledge of principles, practices, and administration of environmental health programs.
14. Thorough knowledge of general sanitation including vector and nuisance control, garbage

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and refuse disposal, water and sewage systems.

15. Extensive knowledge of supervisory theory and practice.
16. Detailed knowledge of legal procedures, development or ordinances, rules and regulations, collection of legal evidence and presentation techniques.
17. Demonstrates the ability to supervise and direct personnel.
18. Is flexible and cooperative in fulfilling all obligations.
19. Demonstrates ability to establish and further effective working relationships with the general public, school officials, community leaders, members of professional organizations and governmental officials.
20. Possesses and maintains good physical stamina and mental health.
21. Must be a licensed driver with an automobile that is insured and is in good working condition. Documentation of current automobile insurance coverage is on file.

SUMMARY OF JOB RESPONSIBILITIES

The Administrator/Director of Environmental Health is responsible for public health and/or environmental quality aspects of water supplies, sewage treatment, water pollution, air pollution, noise pollution, solid wastes, swimming pools, recreational areas, subdivision control, drainage, vector control, ionizing and nonionizing radiation food and milk sanitation, occupational health, housing, plumbing, hospitals and institutional care facilities, disaster emergencies, health and safety hazards and other special projects. This position is also responsible for planning, coordinating, managing and directing all activities and programs of the Ford County Public Health Department.

RESPONSIBILITIES AND DUTIES

The Administrator/Director of Environmental Health is responsible for the following areas either directly or by delegation:

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1. Exercise the high degree of initiative and administrative capacity in planning, directing and coordinating the activities of environmental health personnel.
2. Develop, install, evaluate and revise administrative procedures and operations relating to environmental health.
3. Utilize and interpret Federal and State laws, county and municipal ordinances, rules, regulations, policies and procedures.
4. Exercises responsibility for personnel, fiscal and other management controls.
5. Prepares and reviews records and reports of an operational, professional and occasionally a research nature.
6. Recruits, trains, and supervises environmental health staff members.
7. Provides orientation and in-services education and training for environmental health activities.
8. Prepares the annual budget for the environmental health activities.
9. Prepares ordinances, rules and regulations for consideration by appropriate authorities.
10. Establishes policy for operations of the environmental health activities and in conjunction with other administrative personnel.
11. Assists in formulation of department policies.
12. Serves as consultant to elected and appointed officials, consulting engineers and architects, civic groups, and the general public on matters pertaining to environmental health.
13. Maintains liaison with State and Federal environmental control agencies and participates in local and regional planning operations.
14. Serves on various advisory boards.
15. Actively participates in the programs and activities of professional organizations related to environmental control.
16. Serves as spokesman for the department on environmental health matters at public matters at public meeting and through the news media.

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17. Adapts existing environmental health programs to changing community needs.
18. Recommends initiation of new programs.
19. Institutes in disaster emergencies, control measures for protection of public health and safety in cooperation with appropriate agencies.
20. Performs other duties as required or assigned.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job.

WORKING CONDITIONS

1. General office environment.
2. Community environment.
3. Exposure to infectious disease.
4. Public and school establishments.
5. Public and private property areas.
6. In and out of automobile.

CONTINUING EDUCATION REQUIREMENTS

Agency personnel are expected to participate in appropriate education as may be requested or required by their immediate supervisor. The annual minimum requirements for continuing education are 12 hours for environmental health programs. All agency personnel must attend mandatory educational programs.